Teaching Committee Minutes - Wednesday 11 May 2016

Present: A Smaill (Convener), B Franke, M Matheson (Secretary), F. Keller, P. Jackson, N. Heatley

1. Apologies for Absence: John Lee, Paul Anderson, Sharon Goldwater, Alex Lascarides, Helen Pain

2. Minutes of the Previous Meeting

The minutes were taken as read.

3. Matters Arising

3.1 NH and HP looking at ways to identify students who were admitted with a lower entry level and therefore need extra academic support.

ACTION ONGOING: HP received information from College that there was no easy way to identify these students. HP is going to investigate further and enquire as to whether there have been any admissions under the minimum entry requirement.

3.2 I Stark to write a new borderline decision policy as agreed and ITO to speak to Tim Colles regarding only whole marks being presented on the BoE reports.

ACTION COMPLETE

3.3 F Keller spoke to Knowledge Management regarding the implementation of the new exam rubric and is hoping that this will be in place for the next academic year

3.4 Speaking to Mark Van Rossum regarding changing the mark for IRR and IRP from pass/fail to numerical.

4. Peer Observation

It is proposed that taking part in peer observation should be done in line with University guidelines but is not mandatory. The DoT will email all teaching staff to let them know when it is time to sign up, with staff detailing who they would like to observe. A record of who is observing who will be kept at the ITO.

5. Marking Deadlines

It has been noted that the person who has written an exam paper is not always available at the time of the exam when there are problems, nor are they available to mark the exam scripts within the specified timeframe. It was noted that the deadlines are quite tight, and when these were decided by Teaching Committee previously it was not usual to have the size of classes that we have now. Need to look at revising the deadlines for marking as well as the exam scrutiny process. DoT would like a list collated of people who has missed the deadline or who has had problems with their exam paper but have not been accessible

6. Year Organiser Reports

Reports from Year Organisers were read, nothing major to report for the most part.

The UG4 report made a request that the school would support the 'Better Informatics' web site. Need to obtain more information regarding the website before committing to being involved

ACTION: N Heatley to contact M Cryan for more information.

The MSc report made a request for the coursework release deadlines to be shown in student portals like the coursework submission deadlines are, this would be a case of data entry into the Theon database, the same way the coursework deadlines are entered. Work on Theon is discouraged at the moment as we are moving towards doing everything on EUCLID, however ITO will enquire with T Colles to see how much work this will be

ACTION: N Headley to contact T Colles to find out how much work this will be to complete

7. Recruittee Committee Report

Looked over the report. The figures for MSc in particular are quite daunting but it is believed this is not a true reflection of the numbers that will show up

8. Director of Teaching Report

Not much to report. Already heard about exam problems and higher admissions numbers. Duty allocation is still making progress.

9. AOCB

None